

VACANCY NOTICE

11-11D

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Program Manager (Unclassified)</u>		CLASSIFICATION CODE: <u>00423900</u>
	SALARY RANGE: <u>(Grade 828A) \$54,363-\$61,479 Annually</u>		REFERENCE POSITION NO.: <u>1830-10200-tbd</u>
	Department or Agency Name <u>Business Regulation</u>		APPLICATION PERIOD: <u>6/3/2011-6/10/2011 until 4:00 pm</u>
	Division/Section/Unit <u>Office of the Health Insurance Commissioner</u>		
	Assignment(s) / Comments _____		
	Shift and Days: <u>1st Shift (Monday-Friday)/Non-Standard</u>		Job Location: <u>1511 Pontiac Ave., Cranston, RI 02910</u>
	Restrictions/Limitations: <u>This is a limited period position contingent on the availability of federal funds through 11/1/2011.</u>		
	Position Covered By Collective Bargaining Union Agreement		Yes _____ No <u>x</u>
	Name of Bargaining Unit Union: _____		
	There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions		
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.			
General Information to Candidate	INSTRUCTIONS:		
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.		
	Most Important - Please include the following information:		
	<ul style="list-style-type: none"> The title of the position for which you are applying Name of department where you are currently employed Title of your present position and date you entered it Your business telephone number Date you entered State service Present Union Affiliations 		
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.		
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:		
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.		
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS		
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 		
	Statement of Duties	DUTIES / RESPONSIBILITIES:	
See attached Description of Duties and Work Performed.			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:		
	See attached Required Qualifications for Appointment.		
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:		
	Brenda Machon Office of Personnel Administration One Capitol Hill Providence, RI 02908		Telephone #: <u>(401) 222-6392</u> e-mail address: <u>B-M-Resume@hr.ri.gov</u> TTY/TDD #: <u>7 1 1</u> (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

Office of the Health Insurance Commissioner
Fiscal and Administrative Services
Program Manager (Unclassified)
Class Code 00423900, Grade 828

GENERAL STATEMENT OF DUTIES:

To assist the Health Insurance Commissioner by monitoring, evaluating and being responsible for the integrity of the business services program including all fiscal and administrative operations of the Office; to directly manage the fiscal program/operations of the Office, including but not limited to, acting as the liaison with all federal officials in dealing with business management services and fiscal grant activities; to conduct financial studies and develop plans for their expansion or modification; within the state's financial system (RIFANs), to maintain and manage financial records as required for compliance with federal auditing obligations, budgeting and expense reporting; to administer procurements; to prepare reports of a statistical, financial and business management nature; and to do related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

1. Federal grants:
 - Assemble federal grants and submits them
 - Serve as Authorized Organization Representative for all federal grant applications
 - Coordinate all draw downs of federal monies
 - Monitor all contractual requirements and administrative deadlines related to grants
 - Coordinate filing of required fiscal, administrative and programmatic reports with federal agencies. Respond to Federal documentation requests.
 - Maintain organized files to document all grant-related transactions with both federal agencies and RI Dept of Administration
2. OHIC Fiscal Operations: Responsible for the administration of all business management functions in a state program involving the supervision and control of complex accounting, budgeting, and other fiscal activities involved in, or related to, the expenditure of state or federal funds.
 - Maintain all OHIC accounts in RIFANS
 - Administer payments to and from those accounts
 - Ensure timely and accurate record keeping in accordance with both state and federal audit procedures
 - Be responsible for maintaining various accounts of departmental funds and providing technical control in the execution in order to insure compliance with established procedures and allotments
 - Create new accounts as needed
 - Assure adequate controls are in place
3. Managerial Administrative Responsibilities:
 - Serve as Point of Contact with DOA on HR issues – including hiring and termination, supervisory actions and salary changes

May 3, 2011

- Work with Confidential Assistant to interpret, administer and communicate Governor's Policy Direction to Cabinet Officials
 - Serve as Point of Contact with DBR on all "landlord/tenant" issues
 - Manage telecommunications and computing services for OHIC
 - Develop/Clarify office policies and procedures
4. Expense Reporting and Budgeting:
- Monitor reporting on OHIC expenses
 - Be responsible for periodic preparation of financial reports and quarterly estimates of expenditures from various appropriations and accounts
 - Coordinate with DBR as host agency as needed
 - Be responsible for and participate with DBR and DOA in the preparation and execution of the annual budget
5. Procurements and Contracting: supervise procurement activities, including the preparation and recording of requisitions for supplies and materials, and the general review of purchases.
- Coordinate development of procurement documents
 - Administer procurement process and awards in accordance with DOA guidelines and state statutes, and with grantor agency procurement requirements
 - Maintain and administer contracts with contractors and OHIC project staff

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

1. Bachelor's Degree from a college of recognized standing with specialization in Business Administration or Accounting.
2. At least seven years of progressive experience in a responsible managerial capacity in the field of fiscal management and/or program development within a large multi-agency environment with different stakeholders
3. Experience in federal grants submission, administrative reporting and auditing requirements.
4. A thorough knowledge of the principles, practices and techniques of business management and accounting, including governmental finance and budget formulation.
5. The ability to assist in the preparation, analysis and presentation of budgets and estimates of anticipated expenditures and receipts.
6. The ability to conduct financial studies and develop plans for their expansion or modification.
7. Familiarity with RIFANs or other large financial reporting system.
8. The ability to act as a liaison in dealing with various departments, agencies or organizations relative to business management services and fiscal activities.
9. Demonstrated commitment to accuracy, integrity, and organization.
10. Ability to work as part of a small, motivated team.
11. Good oral and written communications skills.
12. Demonstrated flexibility and interpersonal skills.
13. Familiarity with the State's procurement system is preferred.

Reports to: Health Insurance Commissioner

Days/Work Week: Monday-Friday; Non-Standard Work Week.